

*Office Memorandum* • UNITED STATES GOVERNMENT

TO : Acting Chief, Intelligence School

DATE: 5 February 1957

FROM : Chief, Clerical Training

SUBJECT: Report Number Six, Week of 28 January - 4 February 1957

1. Numbers in Clerical Induction Training. During the week of 28 January there were [ ] people in Clerical Induction Training. 25X1

2. Numbers in Clerical Orientation Training. In Clerical Orientation there were [ ] people for the week of 28 January. 25X1

3. Results of Official Agency Testing Administered by Clerical Induction. The results of the tests administered to the entrance-on-duty employees for the week of 28 January were as follows:

	Tested	Qualified	
Shorthand	[ ]	[ ]	25X1
Typewriting			

4. Clerical Skills Qualification Tests Administered by Clerical Refresher Training. The results of the Clerical Skills Qualification Tests given by Clerical Refresher Training on 4 February were as follows:

	Tested	Qualified	
Shorthand	[ ]	[ ]	25X1
Typewriting			

5. Chief, Clerical Orientation in IOC. [ ] 25X1  
[ ] Chief, Clerical Orientation, is taking the Intelligence portion of IOC from 4 February through 15 February. 25X1

6. Institution of Additional Tests. Since 19 November 1956, [ ] Chief, Clerical Refresher Training, has worked closely with [ ] Assessment and Evaluation Staff, on a series of tests in spelling, punctuation, capitalization, and shorthand vocabulary to be administered the first day of each course for purposes of determining the individuals' backgrounds in these subjects. By realizing their weaknesses and strengths in these fields it is hoped that this added information will make the instruction more effective. 25X1

[ ]

25X1

OTR/CT:MAH:jdm (5 February 1957)